CALIFORNIA DEPARTMENT OF
Mental Health

M e m o r a n d u m

To: Managers & Supervisors   **Date:**   August 21, 2000

From: Office of the Director   **Telephone:** 4-2309

Subject: HIPAA PROGRAM/PROCESS INVENTORY

Please read the attached overview regarding the federal Health Insurance Portability and Accountability Act (HIPAA). After reading this material you will see that HIPAA will affect all Divisions within the Department and most employees either directly or indirectly. It will impact program policies, compliance protocols, administrative support procedures, statistical and information data systems, Information Technology processes, and State Hospital policies.

Implementation of HIPAA will be a Department wide effort that will test our ability to work as a team across Divisions. While it will likely mean some major changes to many department processes, it is also an opportunity for us to improve certain processes and to think positively and look creatively at new and better ways of doing business.

Working with our business partners and stakeholders will be critical in the development of our compliance to HIPAA. HIPAA will have a significant impact on them as well and will require close coordination and communication between and among all affected parties. I am confident our established relationships and experience working with our partners will be extremely helpful to this process.

The attached HIPAA Program/Process Inventory was designed for our Department to begin to assess the impact of HIPAA on Department of Mental Health programs and processes. This first step is to identify and document the current potentially HIPAA impacted programs, processes and systems and the significant role players in each. The next step will be to analyze each program against the HIPAA regulations to determine whether or not there will be an impact and if so, the extent.

Please identify all programs/processes you administer, analyze, develop policies/procedures for, implement, train, monitor, and evaluate. Include programs/processes from which you extract or use data to conduct your duties. Programs/processes dealing with data such as patient identifiers, patient encounters, provider numbers, health plans, billing, fiscal, financial or data that utilizes California mental health mode and service functions or other proprietary (in-house) procedure or diagnosis coding schemes need to also be identified. Remember to identify all processes that may be parts of larger systems or programs. In addition, we must identify programs/systems we interact with but are managed by other agencies/organizations.

In order for the Department to be able to obtain a comprehensive inventory, it is necessary to complete one form for each program/process that you have contact with or impact on. You will be contacted for further information, once Department wide data are compiled. If you have any questions related to HIPAA or this survey, please contact Ken McKinstry at 654-2466 or Stan Johnson at 654-3060.

Thank you in advance for your cooperation.

STEPHEN W. MAYBERG, Ph.D.
Director

Attachments